



MINUTES OF THE MILLVILLE TOWN COUNCIL MEETING

MARCH 22, 2022 @ 7:00 P.M.

1. **Call to Order:**

Mayor Belinko called the meeting to order at 7:00 p.m. with the **Pledge of Allegiance**. **Present:** Council Members Sharon Brienza, Barbara Ryer, Robert Wisgirda, Pete Michel, Town Manager Debbie Botchie, Town Engineer Andrew Lyons, Administrative Assistant Jennifer Ireland, and Town Clerk Wendy Mardini.

2. **Citizens' Privilege:** None

3. **New Business:**

A. **Presentation by Morgan Helfrich from GMB on acoustic panels for the Millville Community Center.**

Mayor Belinko introduced Ms. Morgan Helfrich from GMB to speak about the acoustic panels for the Community Center. Ms. Helfrich began her presentation by explaining the sound analysis of the space that GMB prepared at no cost to the Town by a sound engineer that looked at the space as it is presently. She gave a brief explanation, pointing out the graph, showing how loud the space is now and the recommendation they would give for this space. Ms. Helfrich displayed an example of one of the sound panels that have been recommended. She explained that these panels can be screen printed with any picture that you like, or they are available in a solid color. They will be placed strategically in the room and based on the number of panels that they have suggested on all four walls, the sound will be lowered by half.

Ms. Helfrich went on to explain the other options for controlling the noise level such as acoustical tiles in the center coffer which would change the lighting and snowball into another project. There is also sound deadening paint, which is a textured paint, sound deadening drywall which is expensive, and the labor is double because of the sound deadening tape and acoustical sealant.

Ms. Ryer questioned as to what the panels were made from. Ms. Helfrich took the example panel up to the dais and let Ms. Ryer touch it, explaining that it is sound insulated foam.

Mr. Wisgirda questioned Ms. Helfrich on what the difference between the three options were. She explained that Option 1 is all screen prints, Option 2 is plain fabric, and a solid color and Option 3 was a combination of the two - some screen prints and some solids. Mr. Wisgirda also questioned Ms. Helfrich on the cost of black and white versus color. Ms. Helfrich advised that if it is color or black and white, there was no change in the cost.

Ms. Botchie also presented her idea of putting historic photographs of Millville on the boards in black and white, showing some of the photos that she had. This would be preserving the history of Millville and look very classy in the Center. Ms. Brienza, Ms. Ryer and Mayor Belinko all agreed that this was a great idea.

Ms. Ryer questioned Ms. Helfrich regarding the shipping costs of approximately \$900.00. Ms. Helfrich responded that this was an estimate from Boston, and they would not know the actual shipping until the company had the actual weight of the panels. Ms. Ryer also wanted to know if the price quoted included cost of materials and labor of hanging them.

Ms. Botchie wanted to know from the Council if this was something they were interested in going forward with. Ms. Ryer said she was interested but wanted to explore other pricing options. Mayor Belinko and Ms. Botchie suggested putting it in the budget for FY2023 and look for other pricing options later. Ms. Helfrich said that she would investigate another company and new pricing.

B. Discussion regarding FY23 Budget Draft (no vote at this time) - Town Manager Debbie Botchie & Finance Director Lisa Wynn

Lisa Wynn, Finance Director, went through the proposed budget page by page and addressed any questions from the Council. Mayor Belinko had a question about the amount budgeted for snow removal. He felt that \$500.00 was not sufficient in case we get another snowstorm like we did this winter. Ms. Botchie answered by saying that hopefully we will have filled the maintenance worker position and he would be able to do it with the mule and snowblade.

Ms. Ryer had a question regarding awards, gifts, and flowers, more specifically, the \$1,300.00 budgeted for the appreciation dinner for all of staff, council, board members and commissioners. Ms. Botchie advised Council that Ms. Brienza wanted pricing from Big Fish Grill and Ms. Ryer wanted pricing for catering the event at the Community Center, also agreeing with Ms. Brienza about getting pricing for outside venues. Ms. Ryer then questioned the \$1,200.00 for gift cards for employees, saying that last year, it was \$550.00 and at the end of the year, there was a vote by Council to increase that amount. She did not want the \$1,200 on the budget Ms. Botchie pointed out that last year was approved for \$800.00 for staff and they were budgeting for extra employees in FY2023. She commented that this was up to Council for approval. Ms. Ryer felt that this was something that could wait until the end of the year and then Council could decide on it. Ms. Ryer also pointed out that

even though the staff will not have a Christmas dinner this year, it will be replaced with an appreciation dinner, so there will not be anything lost there. Mayor Belinko suggested this expense be left in the budget and if it is not spent, it can be used somewhere else.

The item regarding recertification, training and education was discussed by Mayor Belinko. He wants to encourage having enough education money in the budget for all five Council and staff to have the opportunity to attend an educational training session. They should be encouraged to take advantage of and to make sure that there is enough money in the budget to take advantage of this.

The subject of SCAT dinners was approached. Ms. Botchie wanted to point out that the Town budgeted for three people, and she would like to budget for five people to encourage more Council participation. Mayor Belinko agreed, giving the opportunity for all five council members to take advantage of those opportunities to network and especially make our voices heard. Ms. Botchie confirmed that this will apply to Delaware League, SCAT monthly dinner and SCAT Steering Breakfast.

Ms. Ryer commented on the budget for the election. She pointed out that there was \$225.00 spent on food. She also commented on the fact that employees that work 4-hour shifts should not be entitled to any food compensation, those who work over 4 hours should be compensated.

Ms. Botchie pointed out that Council discussed council honorarium should go from \$600.00 to \$800.00 per year. Mayor Belinko went on the record by saying that expenses at home of paper, printing, ink, etc. has increased, and this is a small token to cover those expenses considering the of the cost of living going up. Ms. Ryer pointed out that Council has not seen a raise in 15 years and Mayor Belinko suggested that a 5% cost of living raise be issued yearly to the Council's salary, Ms. Brienza supported the idea also. Ms. Botchie confirmed that this will have to be done by Resolution, starting at \$800.00 and then going forward with whatever percentage Council will be giving the staff. Ms. Brienza added that there are times Council does not give staff an across-the-board amount. If that happens on one particular year, the raise would be an average of what those percentages were.

Ms. Botchie directed the conversation to the Millville Community Center rentals. The budget for the upcoming year should go up to \$8,000.00 from \$3,700.00 because the Town is going to start charging for non-profit organizations. That will have to be done by Resolution. She advised that the Town will be charging non-profits a \$75.00 flat rate per use, increasing resident fees from \$50.00 per hour to \$75.00 per hour with a two-hour minimum, non-residents are going up from \$150.00 per hour to \$200.00 per hour with a two-hour minimum. She also advised that the Town will not be allowing groups to schedule more than one date at a time.

Mayor Belinko suggested that the pickleball court maintenance be included in the budget. He went on to say that yearly maintenance is important and if we have

yearly maintenance, the court could last for 20 years. Ms. Botchie also suggested that we start to charge people who do not live in Millville for use of the courts which will help to cover some of the maintenance costs. Mayor Belinko agreed that the Park and Recreation Commission look at charging possibly for lessons, leagues, etc.

Ms. Wynn brought up the hiring of the park maintenance person and the fact that some of the transfer tax will be able to purchase equipment for that position. Ms. Ryer agreed and said that the Town needs to purchase top quality equipment to make their job easier and safer.

Ms. Wynn then brought up the subject of new computers since the ones that are being used by the staff will soon become obsolete. She wanted to know whether to budget for a few at a time or purchase them all at one time. Ms. Botchie advised that Ms. Ryer suggested purchasing them all at one time and Ms. Brienza agreed.

Ms. Botchie spoke to Council about creating a new website for the Town and purchasing new software called RecDesk for events at the Park. She advised that she had spoken with two developers and would need to budget that in for FY2023.

13. **Announcement of next meeting:** March 22, 2022

14. **Adjournment:** 8:09 p.m.

Council Member Brienza motioned to adjourn, seconded by Council Member Ryer, to adjourn the meeting at 8:09 p.m. The motion carried unanimously 5-0.

Respectfully submitted,

WENDY MARDINI
Town Clerk